





HOW TO JOIN ZOOM LECTURES AND VIRTUAL TOURS

USING A TABLET - ZOOM WORKS REALLY WELL ON TABLETS (iPads etc.)

IPAD (IOS):

1. Click  Applications for iPad > In the search window, type in Zoom
1. Click **Zoom Cloud Meetings** and download the app – this icon will appear on your device's home screen 

ANDROID:

1. Click  Google Play Store for android devices
2. In the search window, type Zoom
3. Click **Zoom Cloud Meetings** to download. The zoom icon will appear on your home screen. 

ONCE YOU HAVE DOWNLOADED THE ZOOM APP:

- Click on the link sent to you in an email. This will open the zoom app.

TO CHANGE THE VIEW (SPEAKER / PARTICIPANTS) YOU SEE ON THE SCREEN:

FOR ANDROID: Click the upper-left corner of the Zoom window .

- If you do not see the controls, tap your screen to get them to appear.
- Swipe left from the active speaker view to switch to Gallery View = swipe right to go back
 - Gallery view: lets you see thumbnail displays of all participants
 - Speaker view: USE THIS FOR LECTURES ETC.

FOR IPAD: Click the bottom left corner of the zoom window

TO TURN OFF MICROPHONE AND/OR VIDEO

- Click 'Settings then click 'Meetings'
- Now you can turn off or turn on your sound and video

WAYS TO IMPROVE THE SOUND LEVEL

- Use headphones plugged into your device or connect using Bluetooth
- Use 'airpods' – with bluetooth connectivity
 - *Bluetooth is a wire-less way of connecting digital devices less than 10 metres (30 ft) apart*

IF YOUR SCREEN 'FREEZES':

If your screen 'freezes', you are likely to have an unstable (poor) internet connection.

- Turn off any other devices using your WiFi (ie smart phone)
- Turn off 'Video' (icon on bottom left of zoom window). You will still be able to see the online lecture.

TO LEAVE A MEETING:

- Click 'End' (bottom right of screen) and then 'Leave meeting'.

NOTE: Please remember whilst your video is on, you can be seen by all participants.

You can watch a video on YouTube which shows you how to join a meeting:
<https://www.youtube.com/watch?v=mbbYqiergeo>

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USING A COMPUTER TO JOIN ZOOM LECTURES ETC.

Zoom works best if you download the app however you can join directly in your browser (Mozilla Firefox, Chrome or Safari).

TO JOIN FROM YOUR BROWSER:

1. Click on the Zoom meeting link that has been emailed to you.
2. Click on the blue link on the bottom line that says “join from your browser”
3. On the next page, type your name, click the box that says ‘I am not a robot’ and click on the word ‘Join’.
4. On the next page click on “I agree” and you will now join the meeting. You might be held in a virtual waiting room until the host authorises your admittance..
5. Follow any instructions on the screen, for example, if asked for your email address – enter it.

TO DOWNLOAD ZOOM:

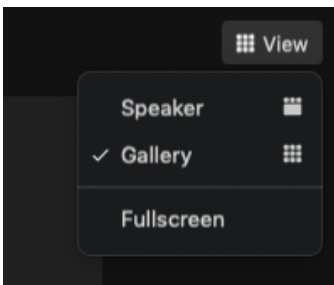
1. Go to www.zoom.us/download
2. Click: Zoom Client for Meetings > click Download.
3. Double click on the downloaded file
4. Click Continue or OK when the installer opens.
5. Click Continue or OK when asked where to download the file (the computer automatically knows where to do this).

ONCE YOU HAVE INSTALLED THE ZOOM APP:

1. Click on the zoom link sent to you in an email. This will open the app.
2. If zoom asks you to “install zoom”, click ‘cancel’ at the bottom right on window.
3. On the next window, click ‘Open Link’ (bottom right on window)
4. Say ‘Yes’ to both computer sound and video

TO ALTER THE VIEW ON YOUR SCREEN:

- Click **View** in the top-right corner, and then select **Speaker** or **Gallery**



Speaker: use for lectures

Gallery: shows thumbnail images of all participants

PLEASE REMEMBER ALL PARTICIPANTS CAN SEE YOU IF YOUR VIDEO IS ON.

Zoom controls:

1. If you are asked to MUTE your sound: click the mute icon (a microphone - bottom left of screen). A red line will appear through the icon showing you are muted.
2. If you are asked to STOP VIDEO, click the video icon (a video camera - bottom left of screen) – a red line will appear through the icon showing you have stopped video.

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To “ask” questions during a lecture:

1. CHAT function (bottom of screen): type in your question and everyone can see it and respond
2. Q&A function: (bottom of screen): type in your question and the speaker & host (the person doing the technical side of the zoom meeting) will answer.
3. If participants are not muted, they can put their hand up to indicate they wish to ask a question.
 - a. *Note: zoom allows only one person at a time to speak / to be heard.*

To leave a meeting:

- Click ‘End’ on bottom right of screen
- Click ‘Leave meeting’.

You can watch a video on YouTube which shows you how to join a meeting:

<https://www.youtube.com/watch?v=mbbYqiurgeo>

Zoom terminology:

Host	The person controlling the technical side of the meeting
Co-Host	The host assigns co-host to someone to share the technical side of the meeting.
Waiting Room	A virtual room for holding meeting participants before the meeting opens. The host or co-host admits participants to the meeting from the ‘room’.
Polls	Polling feature in meetings allow the host to create a single choice or multiple choice polling question for the meetings participants.